



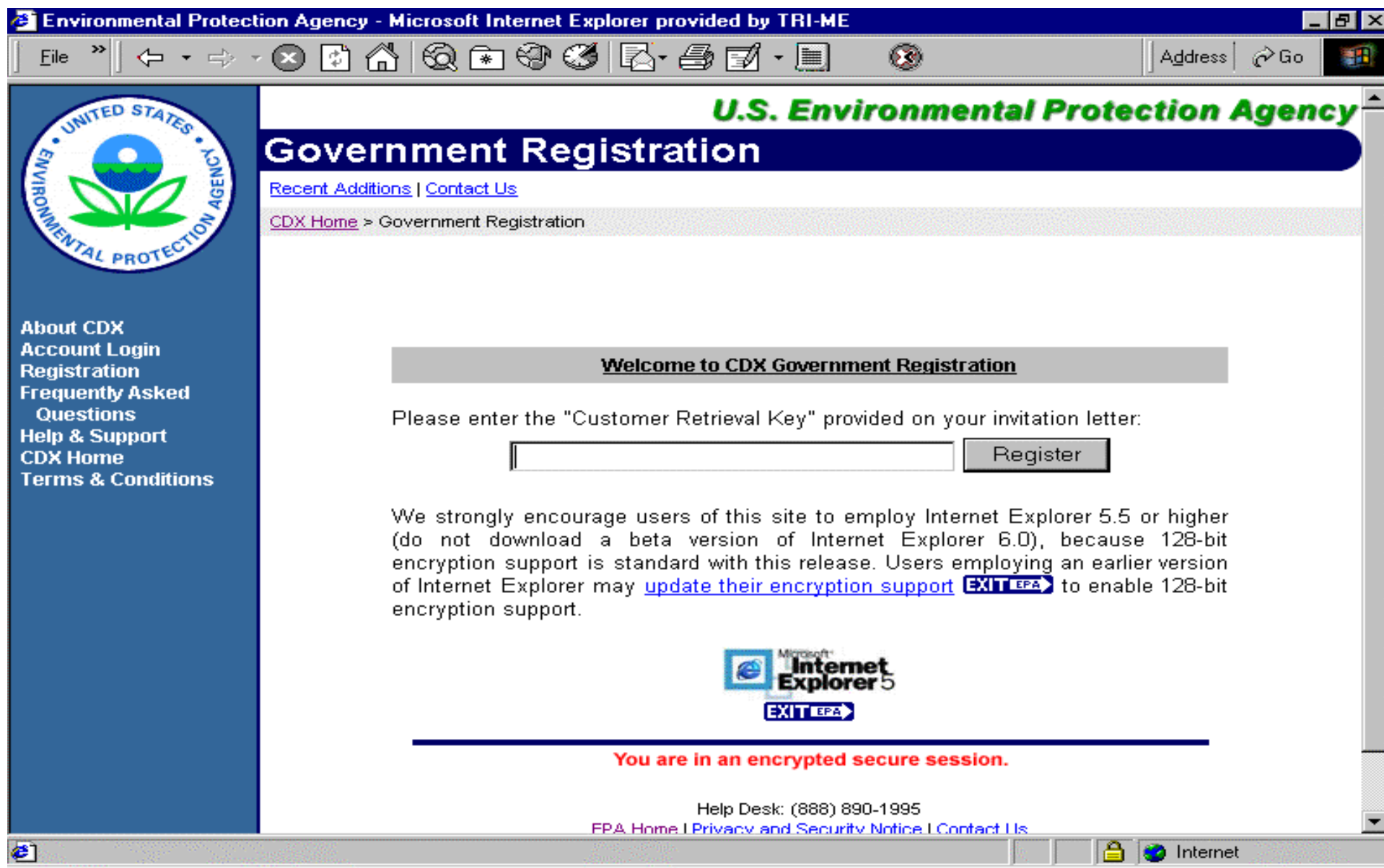
# **Central Data Exchange (CDX) User Guide for RCRAInfo File Transfers**

**September 28, 2003**

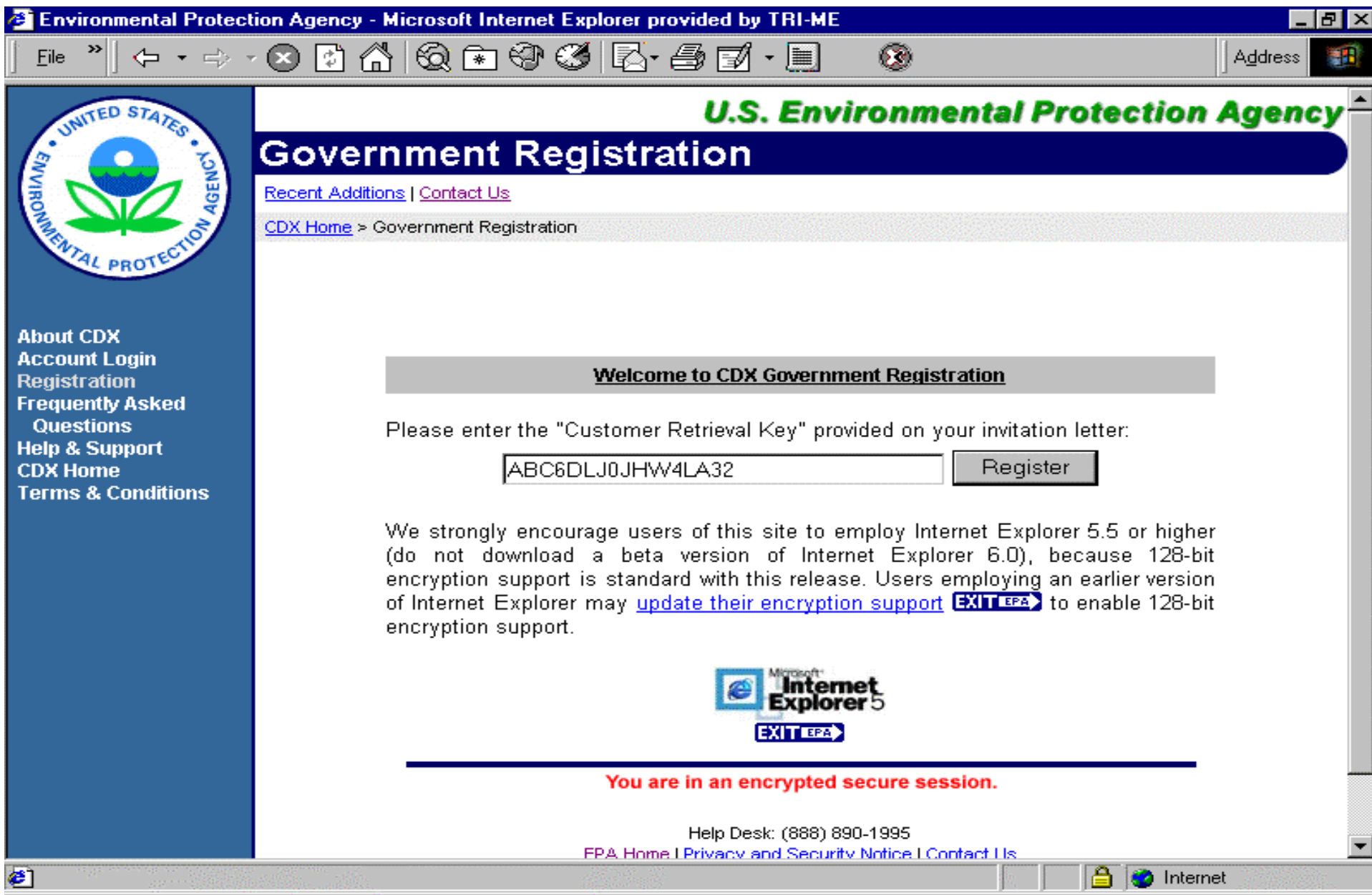


# Registering on CDX

To begin the registration process, go to the CDX Registration site at [cdx.epa.gov/govtregistration](http://cdx.epa.gov/govtregistration).



**Enter your Customer Retrieval Key that was provided to you from EPA and click on “Register”.**



Read Government Notices and continue. "Click here to continue".

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File Edit View Favorites Tools Help

U.S. Environmental Protection Agency

**Warning Notice**

[Recent Additions](#) | [Contact Us](#)

[CDX Home](#) > Warning Notice

About CDX  
Account Login  
Registration  
Frequently Asked Questions  
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Terms & Conditions

Environmental Protection Agency  
*Central Data Exchange*

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.


- [Click here to continue](#) -

Internet

# Read Password Rules and Click on “I Accept”

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File » | Address | Links »

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## Terms & Conditions

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[CDX Home](#) > Terms & Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

### Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

### Protecting my CDX Password

I agree to protect my CDX password.

*I will not divulge my password to any other individual;* I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.


### Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

### Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

 Internet

Enter preferred password and Secret question and answer to obtain a forgotten password and click on “Next” at bottom.

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CDX Home > Registration

**CDX Registration: User Information**

Please verify the information in your user profile. Use the TAB key to move from field to field. \*  
= REQUIRED FIELD

First Name: Ms. Jane \* J

Last Name: Doe \* Suffix: —

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: JDM \*  
(TSSMS ID FOUND / READ ONLY)

Password: \*  
Re-enter Password: \*  
(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.


Secret Question: mother's maiden name \*  
Secret Answer: table \*  
Next >>

Internet

Review and revise as necessary pre-populated contact information and click on “Next” at bottom.

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File » | Address Links »

 **Registration**

[Recent Additions](#) | [Contact Us](#) Logged in as, JDM.

[MyCDX](#) > Registration

**About CDX**  
**Account Login**  
**Registration**  
**Frequently Asked Questions**  
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**CDX Registration: Organization Information**

Please verify the information in your organization profile. Use the TAB key to move from field to field. \* = **REQUIRED FIELD** For users without an e-mail address, the following web page provides links and information for many free email services. <http://www.free-email-address.com/> [EXIT EPA](#)

Organization Name:  \*

Registrant's Work Mailing Address 1:  \*

Registrant's Work Mailing Address 2:

City:  \*

State/Province:  \*

Zip/Postal Code:  \*

Country:  \*

E-mail:  \*

Phone Number:  \* Ext.

U.S., Canada & Caribbean Islands Phone Format:  
### ### ####

International Phone Format:  
011 + Country Code + City Code<sup>1</sup> + Local Number

<sup>1</sup>As necessary.

[Next >>](#)


Done Internet



Verify that you are being registered to the correct environmental data collection (RCRA File Transfer) and click on “Next”.

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File » | | Address | Go |



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## U.S. Environmental Protection Agency

# Registration

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MyCDX > Registration

Logged in as, ABC.

**CDX Registration: Verify Program(s)**

Resource Conservation and Recovery Act - File Transfer (RCRAFT): ☒

Next >>

If you do not wish to register for any programs at this time, simply uncheck any preselected programs.

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)


Last updated on July 18, 2002.  
URL: <http://www.epa.gov/epahome/usernotice.htm>

Done | | Internet

Verify your role and click on “Next” to accept the default information provided. (If information is incorrect, contact the CDX Help Desk)

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File >> [Navigation Icons] Address Go [Windows Logo]



UNITED STATES  
ENVIRONMENTAL PROTECTION AGENCY

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## U.S. Environmental Protection Agency

### Registration

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[MyCDX](#) > Registration

<u>Program</u>	<u>Role</u>	<u>ID Type</u>	<u>Program ID</u>	<u>Submission Method</u>
RCRAFT	A SUBMITTER	STATE	NEW FACILITY	WEBFORM

[Next >>](#)

Please verify the role information for each program.

---

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on July 22, 2003

Done [Taskbar Icons] Internet

Request will take a few moments to process.

Please Wait... - Microsoft Internet Explorer provide...  
Please wait while your request is processed . . . .

ded by TRI-ME

Address Go

**U.S. Environmental Protection Agency**

Logge

[MyCDX](#) > Registration

<u>Program</u>	<u>Role</u>	<u>ID Type</u>	<u>Program ID</u>	<u>Submission Method</u>
RCRAFT	A SUBMITTER	STATE	NEW FACILITY	WEBFORM

Next >>

Please verify the role information for each program.

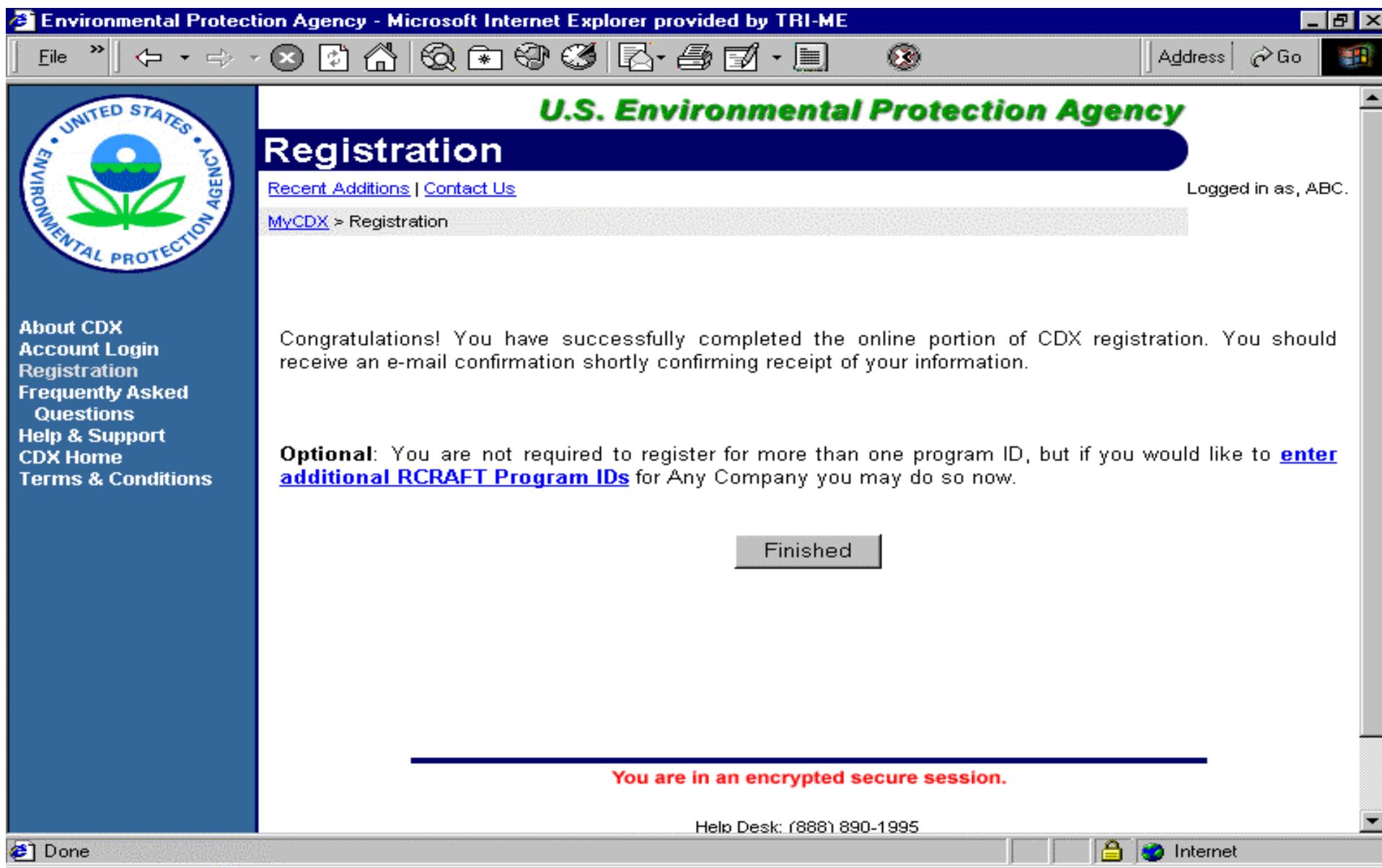
**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on July 22, 2003

Opening page <https://epacdxtest.csc.com/SSL/CDX/prelistroles.asp...> Internet


Click on “Finished”. You will receive an email confirmation that you successfully registered at EPA’s Central Data Exchange and ready to transfer files.



You have successfully completed the CDX registration process. If you would like to begin uploading files to RCRAInfo, click on “RCRAFT: RCRAInfo File Transfer” link. At this point, you are already logged into CDX and only need to log in after exiting the site. See the next section on transferring files.

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File » | Back | Forward | Stop | Home | Search | Favorites | Tools | Address | Go

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**MyCDX**

[Recent Additions](#) | [Contact Us](#) Logged in as, ABC.

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**C e n t r a l   D a t a   E x c h a n g e - MyCDX**

Welcome, Mr. John Doe	Last Login: Registered Since: August 11, 2003 Recertification Date: August 11, 2003
CDX Registration Status: Active	

You have 1 **new** message in your [Inbox](#)

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
--	---	---	--

**Available Account Profiles:**

- [RCRAFT: RCRAInfo File Transfer](#)

---

You are in an encrypted secure session.

EPA Central Data Exchange Internet

# In your work email address, you will receive a confirmation of registration similar to this.

## CDX Registration

08/11/2003 01:15 PM

To: John Doe/DC/USEPA/US@EPA

cc:

\*\*\* This is an automated response \*\*\*  
\*\*\* Please DO NOT REPLY to this email. \*\*\*  
\*\*\* Replies will not be answered \*\*\*

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You have successfully registered with the EPA Central Data Exchange.

If you need assistance, please read the CDX FAQ page, or contact the Help Desk at (888) 890-1995.

Please note that it is EPA security policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.

You can change your password by logging into CDX, and selecting the 'Change System Password' link from your MyCDX page.

CDX Homepage: <http://epacdxtest.csc.com>

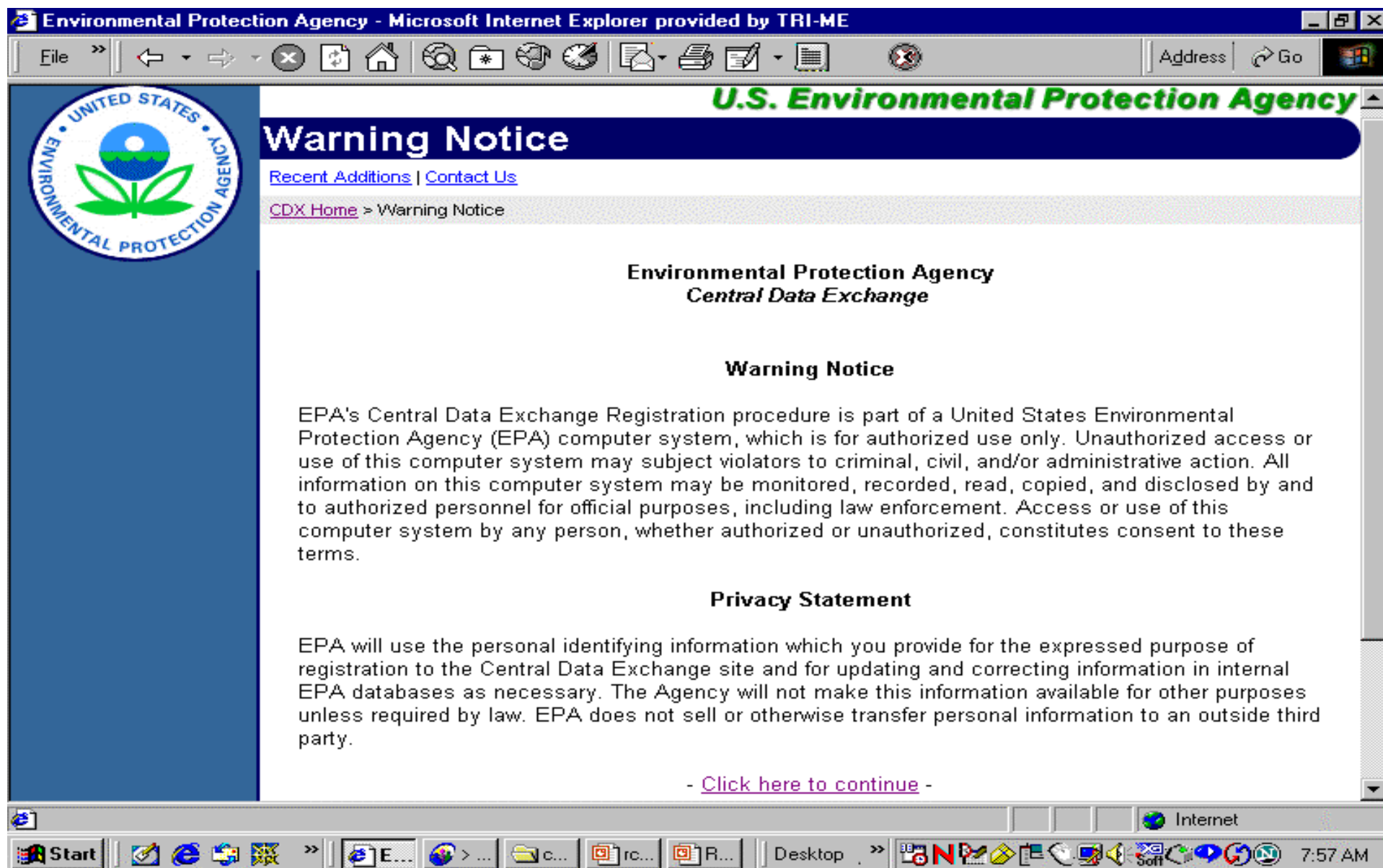
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United States Environmental Protection Agency  
Central Data Exchange  
A New Paradigm for Environmental Reporting.



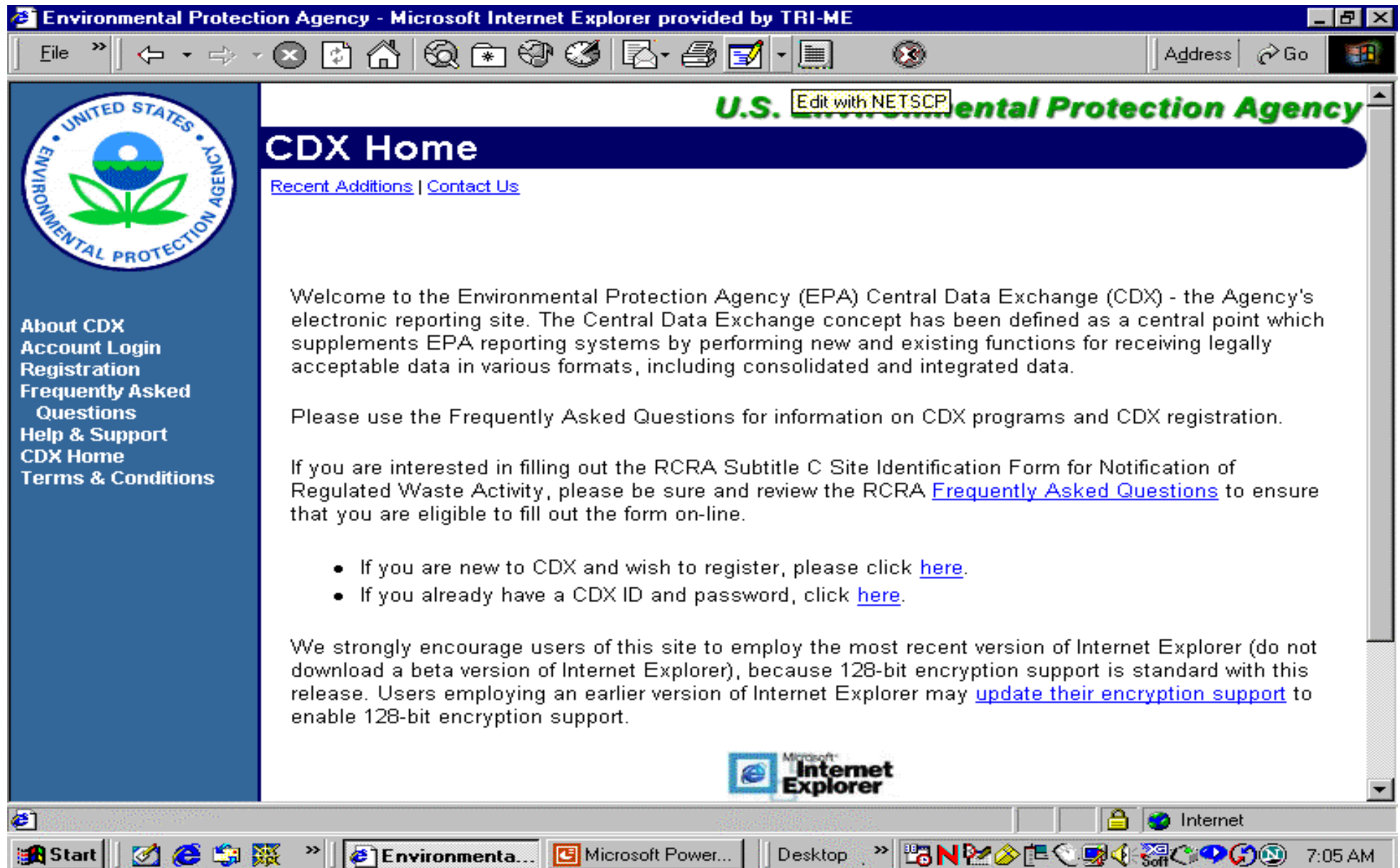
# Logging in and Transferring Files

In your IE browser (5.5 or higher), go to [cdx.epa.gov](http://cdx.epa.gov), read the warning notice and “click here to continue”






Click “log in”.



Enter your three character user ID and CDX password and click “log in”.

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File >> Address Go

 **U.S. Environmental Protection Agency**

# Login

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[CDX Home](#) > Login

### Central Data Exchange Login

User Name:

Password:

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on April 3, 2003.  
URL: <http://www.epa.gov/epahome/usernotice.htm>


Done Internet

Start Environmenta... Microsoft Power... Desktop 7:05 AM

Click on “RCRAInfo File Transfer”.

Environmental Protection Agency - Microsoft Internet Explorer provided by TRI-ME

File » Address Go

 **U.S. Environmental Protection Agency**

**MyCDX**

[Recent Additions](#) | [Contact Us](#) Logged in as, CXM.

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**Central Data Exchange - MyCDX**

Welcome, Mr. Chuck Freeman	Last Login: July 28, 2003 Registered Since: February 26, 2003 Recertification Date: February 26, 2003
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CDX Registration Status: Active

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You have 1 **new** message in your [Inbox](#)

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
--	---	---	--

**Available Account Profiles:**

- [RCRAFT: RCRAInfo File Transfer](#)

---

You are in an encrypted secure session.


EPA Central Data Exchange

Start | Environmenta... | Microsoft Power... | Desktop | 7:06 AM

**Validate by entering your RCRAInfo password and click “validate”.**

RCRA User Authentication Form - Microsoft Internet Explorer provided by TRI-ME

File » | [Navigation Icons] | Address | Go [Windows Logo]

 **U.S. ENVIRONMENTAL PROTECTION AGENCY**  
 RCRA USER AUTHENTICATION FORM  
[Help](#) | [Exit Webform](#) ( \* = Required Field )

**RCRA USER AUTHENTICATION FORM**

This form is for authenticating your user account against the RCRAInfo database.  
 Please enter your RCRAInfo password:

\*

Please select VALIDATE to validate your user account so that you may transmit your files to the U.S. Environmental Protection Agency Central Data Exchange for processing.

**VALIDATE**

RCRA User Authentication Form [Taskbar Icons] 7:06 AM

**Click on “Select”, find and select your local file, click “open”.  
(Note- You must zip the file(s) and follow the file naming convention instructions on this page)**

The screenshot shows a web browser window titled "RCRA Submittal Form - Microsoft Internet Explorer provided by TRI-ME". The browser's address bar shows "File >>". The main content area of the browser displays the "RCRA WEB SUBMITTAL FORM".

**RCRA WEB SUBMITTAL FORM**

This form is for uploading ZIP file submissions to RCRA. Please name your files according to the following instructions:

- Program Type "RCR"
- 2-letter state abbreviation -- Should be FL for FL
- 2-digit submission number (incremental for each CDX submission)
- Your CDX User Name
- The file type must be .ZIP -- If you need a compression utility approved package by clicking [here](#).

Example file name: RCRFL01USERID123.ZIP

All files within the zip file should be named using guidance from OSHA.

Please specify the zip file on your local computer or network that will be transmitted using this web submittal form. Use the BROWSE button to locate your file or attachment.

Files	Size

Please select SEND to validate your filename entry and transmit the attached ZIP file to the U.S. Environmental Protection Agency Central Data Exchange for processing.

The "Select Files for Uploading" dialog box is open, showing the "Look in:" field set to "brs1999flat". The file list contains:

- testfiles
- rcrdc02cxm.zip (selected)
- usog3.zip
- usog6.zip

The "File name:" field contains "rcrdc02cxm.zip". The "Files of type:" dropdown is set to "Zip Files (.zip)". The "Open" button is highlighted.

The Windows taskbar at the bottom shows the Start button, several open applications including "RCRA Submit...", "Microsoft Power...", and "Internet", and the system clock displaying "7:08 AM".

# Formatting Your Files

- Files must be zipped. Information on zipping files provided.
- Files must be named according to convention described on the upload web page.
- One file at a time can be sent at a time
- CDX Helpdesk Support-
  - 888-890-1995
  - [epacdx.csc.com](http://epacdx.csc.com)

Confirm that you selected that correct file and click “Send”.

RCRA Submittal Form - Microsoft Internet Explorer provided by TRI-ME

File »

Address Go

### RCRA WEB SUBMITTAL FORM

This form is for uploading ZIP file submissions to RCRA. Please name your file using the following naming convention:

- Program Type "RCR"
- 2-letter state abbreviation -- Should be FL for FL
- 2-digit submission number (incremental for each CDX submission)
- Your CDX User Name
- The file type must be .ZIP -- If you need a compression utility to make the zip file, you can download an EPA-approved package by clicking [here](#).

Example file name: RCRFL01USERID123.ZIP

All files within the zip file should be named using guidance from OSW.

Please specify the zip file on your local computer or network that will be transmitted using this web submittal form. Use the BROWSE button to locate your file or attachment.

Files (1)	Size (6,289KB)
F:\CFreeman\cdx\oswer\rcrainfo\brs1999flat\rcrfl02cxm.zip	6,440,357 bytes

SELECT

CLEAR

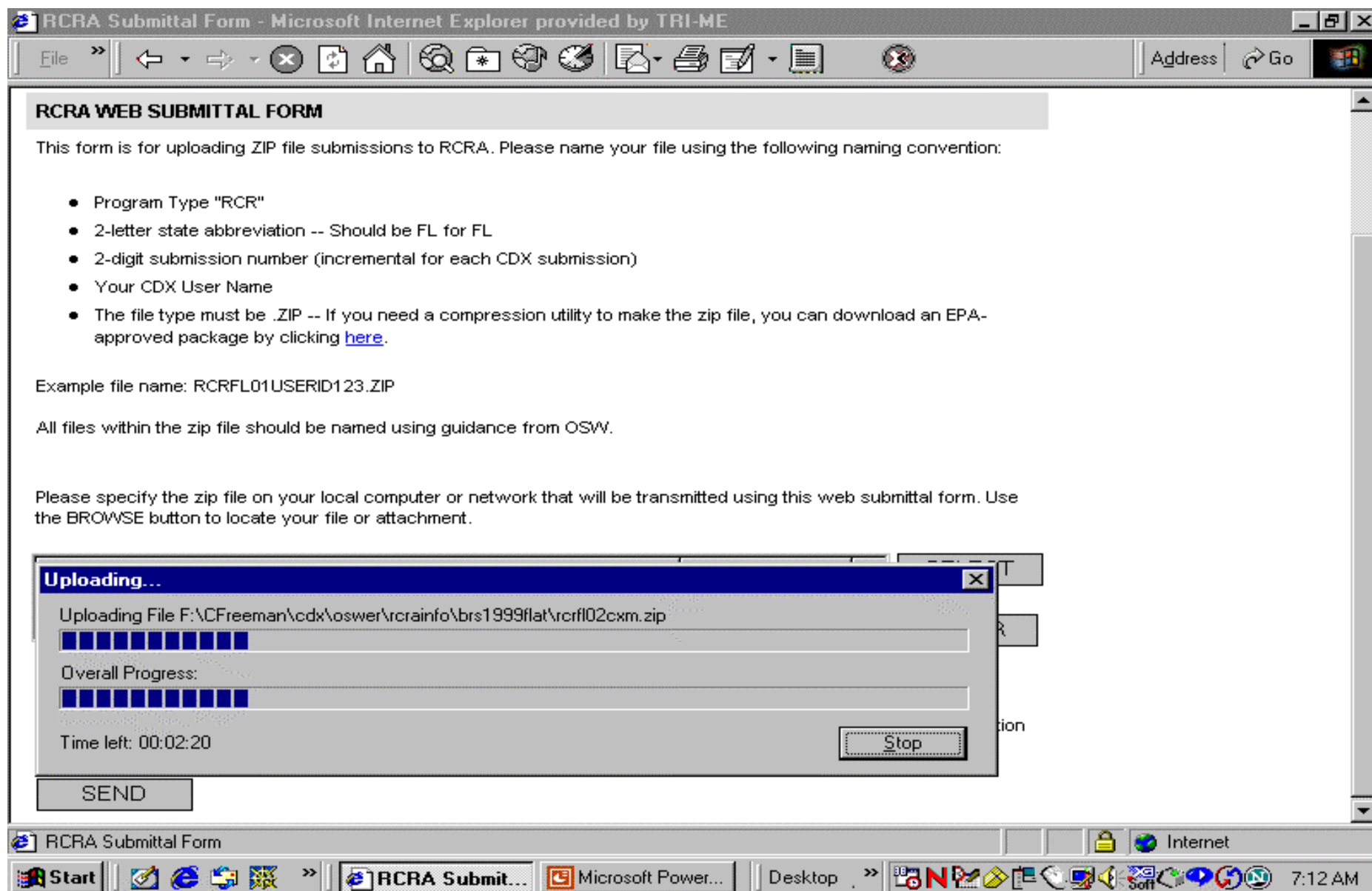
Please select SEND to validate your filename entry and transmit the attached ZIP file to the U.S. Environmental Protection Agency Central Data Exchange for processing.

SEND

RCRA Submittal Form

Start RCRA Submit... Microsoft Power... Desktop 7:11 AM

## Moving bar indicates time remaining to complete upload process.






Following upload completion you will receive a confirmation of CDX receipt in the browser. You will also receive an email confirmation and email if CDX detected errors associated with the names of files inside the zip file.

RCRA Submittal Form - Microsoft Internet Explorer provided by TRI-ME

File » | | Address | Go |

 **U.S. ENVIRONMENTAL PROTECTION AGENCY**  
RCRA SUBMITTAL FORM  
[Help](#) | [Exit Webform](#) ( \* = Required Field )

**CDX has received your submission.**

Your file has been successfully uploaded to our server for processing. You should receive an e-mail confirmation shortly after your file has been processed and archived by CDX. A confirmation will be forwarded to the following address,

**freeman.charles@epa.gov**

If the above e-mail address is incorrect, please provide the corrected e-mail address information in your user profile and contact the help desk for assistance with your submission confirmation. Our records indicate the following file was submitted for processing:

<b>File Name:</b>	RCRFL02CXM.ZIP
<b>File Size:</b>	6289.41 KB

Please click [here](#) to exit the submission receipt confirmation page and continue.

RCRA Submittal Form

Start | | RCRA Submit... | Microsoft Power... | Desktop | | 7:14 AM